

Security Guidelines for SDC official visitors

SWISS AGENCY FOR DEVELOPMENT AND COOPERATION IN MONGOLIA



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

MONGOLIA

General Security Rules:

- Upon or prior to your arrival, please fill in the Emergency Contact form, provided by the SCO Office Manager, which includes your insurance details and important contact numbers in case of an emergency.
- Upon arrival in Ulaanbaatar, please leave a copy of your passport at the reception.
- The Office Manager will give you an emergency card with important phone numbers. Keep it with you at all times.
- Leave your travel schedules and contact numbers with the Office Manager. Maintain good communication with the people you work with. Always let someone know where you are going, and when you are expected to be back.
- Always carry a copy of your passport with you. Leave your passports, air tickets, personal valuables, etc. in the safe in your hotel or at the Swiss Consulate (at your responsibility).

General Security

Recommendations:

Valuables

- Banks, ATMs and registered money changers are available in all urban areas. Limited foreign exchange is available in the remote soums. Change enough money before going to the countryside.
- Do not carry large amounts of money with you if necessary
- Be aware of pickpockets and jacket snatchers in crowded

areas, such as markets, bars, entrances, department store.

Valuables Back-Ups

- Daily back-up your work related documents. Backed-up files need to be stored separated from your laptop.
- Documents on the office PCs are automatically backed up.

Travel and walking around

- Public transportation is ok to use. Bus card ask from office manager. Avoid crowded buses.

Food

- It is safe to eat cooked food. When visiting families in the countryside, it is polite to taste (take a sip of milk tea, a piece of candy, etc.) what is offered to you, even if you do not want to eat.
- Be careful when eating food with eggs and mayonnaise, especially in summer and in location with limited or no refrigeration.

What to do if YOU face an emergency?

- 1- Keep Calm
- 2- Get as much information as possible about what is happening.
- 3- Inform SCO office – 33 14 22 or (available 24 hour)

Please do not hesitate to ask the hotel or SCO staff for further information.

Security Incidents

Please notify SCO about any security incident that you encounter.

Please request Office Manager for detailed security information.

SDC's Strategic Goal:

To contribute to the empowerment of Mongolian citizens and institutions, towards an equitable, green and prosperous society, leaving no one behind.

Swiss Cooperation Office in Ulaanbaatar

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In case of emergency:

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Dariimaa. Sh

Secretary

Mobile: 976 99085890

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Emergency numbers:

SDC in Mongolia Hotline: + 85000980 (24 hrs available)

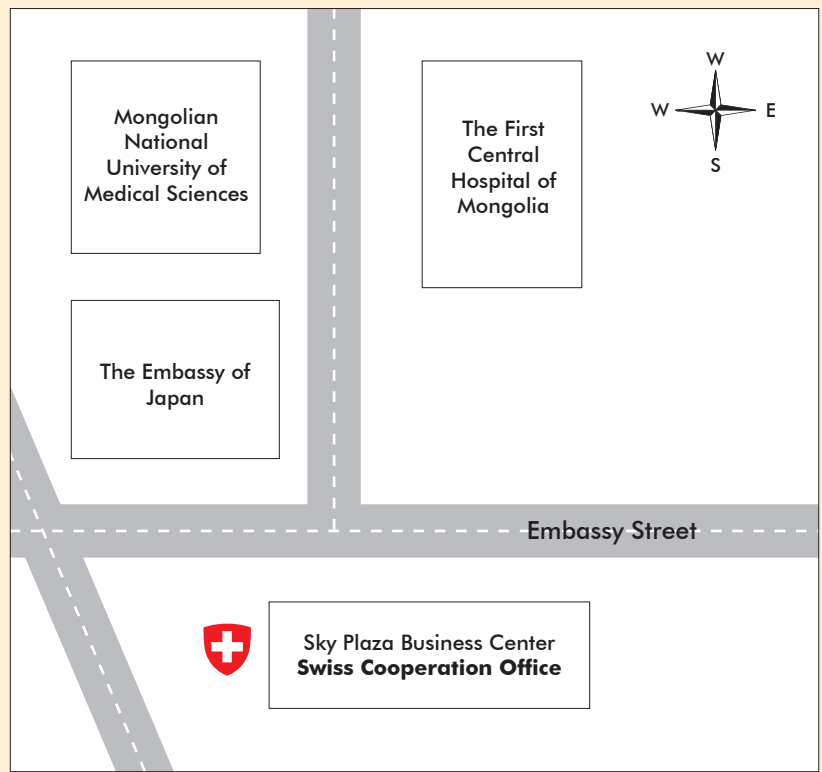
Ambulance: 103

Police: 102

Fire brigade: 101

Emergency except medical aid: 105

Swiss Cooperation Office in Mongolia Physical Address



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